ONLINE EVENT PAYMENT

This short tutorial explains the process of using the USSSA Online Event Payment feature of the USSSA.com system. This can only be used when you or the Tournament Director already entered your team in the event and all that's left to do is pay the entry fee. To use the feature all you need is your Manager's Login ID & Password and a valid credit / check card (American Express, MasterCard or Visa).

To assist you in the process you will see red ACTION: commands that tell what to do or type, the POINTING HAND icon circled in yellow which shows what item to click on, green HINT: and blue NOTE: remarks containing additional information.

ACTION: In your internet URL (address) window type... www.usssa.com/baseball.

The above screen will appear; this is the USSSA Baseball National Home Page on USSSA.com.

ACTION: Click on the…LOGIN link in the top menu bar to open the USSSA Login page.
ACTION: Type in your **Manager ID (Login ID)** & **Password** in the two fields provided and click the...blue **Login** button to enter the Team Manager page below.

ACTION: Click on the...**Dashboard** link to open your team options.

ACTION: Click on the...grey **Team** link of the appropriate season team to open additional management options.
HINT: In the Your Teams dialog box, make sure the correct team is highlighted. Many managers have multiple teams listed (previous season teams, another team coached, etc.). If the correct team is not highlighted, click on the correct team to highlight.

NOTE: If the team you are trying to make a payment for is not listed in the Your Teams dialog box, you are experiencing one of two issues:

1. The Manager ID (Login ID) and / or Password are incorrect for the team you are trying to enter. (Check and verify you are using the Manager ID & Password for the correct current season team.)

2. The team has not been Created and / or Registered for the current season. (Select the How To Register A Team? link in the top menu bar to create and register your team for the current season.)

ACTION: Click on the…white & red View My Events/Make Payments button.

HINT: You will now notice a Shopping Cart has appeared under the Team Manager menu.
NOTE: You will now do one of two actions.

ACTION 1: Check your Shopping Cart to see if the event you’re paying for is already in the cart. If so, skip ACTION 2 and click on the blue Checkout link.

OR

ACTION 2: If the event is not in your Shopping Cart, click on the blue Add 2 Cart icon to add the event to your cart, then click on the blue Checkout link.

ACTION: Enter all the required card and billing information and click the green Submit Payment button.